

Employee Department Transfer Proposal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Current Department]

Subject: Proposal for Department Transfer

Dear [Manager's Name],

I am writing to formally propose a transfer from my current position in the [Current Department Name] to the [Target Department Name]. After careful consideration, I believe that this move aligns more closely with my career goals and skill set.

During my time in the [Current Department Name], I have gained valuable experience and developed skills that I believe would be beneficial to the [Target Department Name]. Specifically, I have [mention relevant experiences or skills].

I am confident that my background will enable me to contribute effectively to the new team and help achieve our organization's goals. I am eager to take on new challenges and continue growing within the company.

I would appreciate the opportunity to discuss this proposal further and explore how I could transition smoothly into the [Target Department Name]. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]